

# Basic Computer Course (Step 1)

## 初级电脑课程 (单元一)

### 1. Getting Started on IT

- ☞ Introduction
- ☞ Basic Parts of a Computer
- ☞ How to begin
- ☞ Using the Keyboard
- ☞ Using the Mouse
- ☞ My Computer
- ☞ Manipulating Windows
- ☞ What is the Internet?
- ☞ What do I need to surf the Internet?
- ☞ Log on the Internet
- ☞ Ready to surf
- ☞ Basic navigation buttons
- ☞ Searching for information on the web
- ☞ Log out from the internet
- ☞ Shut down the computer

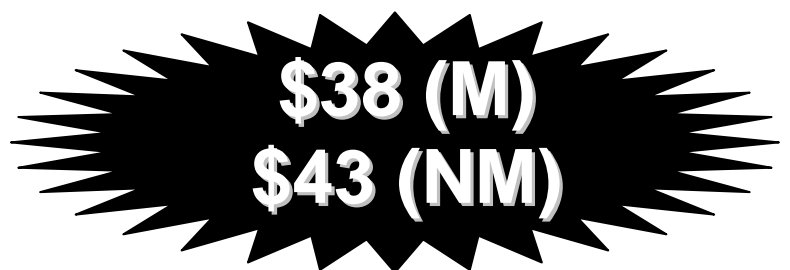
### 2. Communicating using IT

- ☞ Introduction to Email

### 3. Fun with IT

- ☞ Games
- ☞ Introduction to eCitizen portal
- ☞ Fun with eCitizen

Date	Time	Day	Medium
18 May 12	6.55-9.55pm	Fri	Chinese
21 May 12	6.55-9.55pm	Mon & Wed	English
22 May 12	9am-12pm	Tue & Thurs	Chinese
27 May 12	10am-1pm	Sun	Chinese
27 May 12	2-5pm	Sun	English
05 June 12	9am-12pm	Tue & Thurs	Chinese
15 June 12	6.55-9.55pm	Fri	English
16 June 12	10am-1pm	Sat	English
16 June 12	2-5pm	Sat	Chinese
19 June 12	9am-12pm	Tue & Thurs	English
25 June 12	6.55-9.55pm	Mon & Wed	Chinese
01 July 12	10am-1pm	Sun	Chinese
01 July 12	2-5pm	Sun	English
03 July 12	9am-12pm	Tue & Thurs	Chinese
17 July 12	9am-12pm	Tue & Thurs	English
20 July 12	6.55-9.55pm	Fri	Chinese
30 July 12	6.55-9.55pm	Mon & Wed	English
04 Aug 12	10am-1pm	Sat	English
04 Aug 12	2-5pm	Sat	Chinese
06 Aug 12	9am-12pm	Mon & Wed	Chinese
14 Aug 12	6.55-9.55pm	Tue & Thurs	English



3 hours x 2 sessions

IT Centre reserves the right to change or postpone the date of its courses without prior notice



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# Basic Computer Course (Step 2)

## 初级电脑课程 (单元二)

### 1. Getting Started on IT

- ☞ Introduction
- ☞ The Desktop
- ☞ Launching a program- WordPad
- ☞ Creating a file using WordPad
- ☞ The Internet
- ☞ Advance search engine
- ☞ The home page using history
- ☞ Using Favorite
- ☞ Review exercise
- ☞ Make IT work for you
- ☞ Sending electronic greeting cards
- ☞ Introduction to downloading from Internet
- ☞ Introduction to e-Community
- ☞ Introduction to online transaction

### 2. Make IT Safe To You

- ☞ About computer virus
- ☞ Internet security
- ☞ Tips on safe surfing
- ☞ Remember to stay cyber smart

Date	Time	Day	Medium
26 May 12	10am-1pm	Sat	Chinese
26 May 12	2-5pm	Sat	English
28 May 12	6.55-9.55pm	Mon & Wed	English
29 May 12	9am-12pm	Tue & Thurs	Chinese
01 June 12	6.55-9.55pm	Fri	Chinese
10 June 12	10am-1pm	Sun	Chinese
10 June 12	2-5pm	Sun	English
12 June 12	9am-12pm	Tue & Thurs	Chinese
26 June 12	9am-12pm	Tue & Thurs	English
29 June 12	6.55-9.55pm	Fri	English
30 June 12	10am-1pm	Sat	English
30 June 12	2-5pm	Sat	Chinese
02 July 12	6.55-9.55pm	Mon & Wed	Chinese
10 July 12	9am-12pm	Tue & Thurs	Chinese
15 July 12	10am-1pm	Sun	Chinese
15 July 12	2-5pm	Sun	English
24 July 12	9am-12pm	Tue & Thurs	English
03 Aug 12	6.55-9.55pm	Fri	Chinese
06 Aug 12	6.55-9.55pm	Mon & Wed	English
18 Aug 12	10am-1pm	Sat	English
18 Aug 12	2-5pm	Sat	Chinese
13 Aug 12	9am-12pm	Mon & Wed	Chinese
21 Aug 12	6.55-9.55pm	Tue & Thurs	English



3 hours x 2 sessions

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